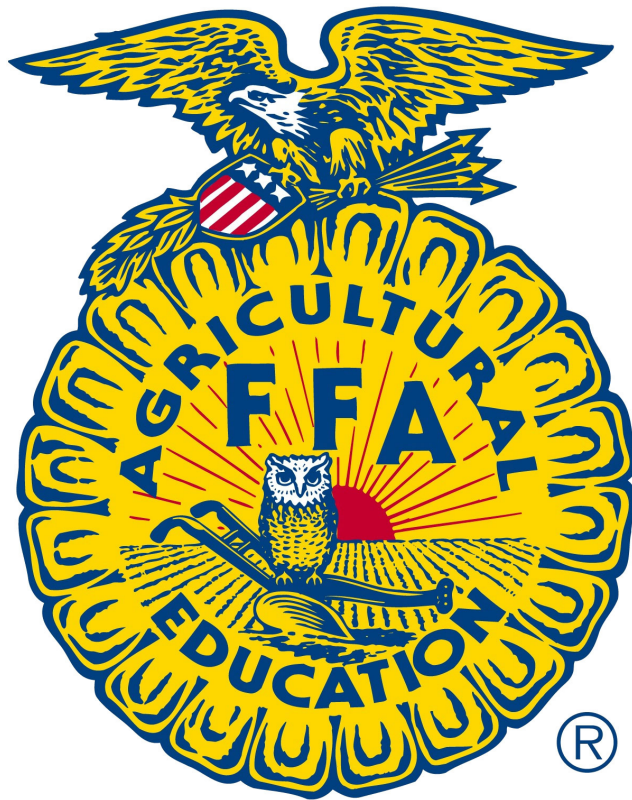


# **NEVADA FFA POLICIES & PROCEDURES**



**2013-2014  
NEVADA AGRICULTURE  
TEACHERS' ASSOCIATION**

<http://www.nvaged.com>

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See National FFA CDE's for all other contest rules

## NEVADA POLICIES AND PROCEDURES

This manual contains rules and regulations governing the following Nevada FFA functions:

- I      GENERAL RULES
- II     RULES CONCERNING ALL CDE'S
- III    STUDENT CONDUCT AND DRESS CODE
- IV    STATE CAREER DEVELOPMENT EVENT
- V     AWARDS AND NATIONAL CONTEST REPRESENTATION
- VI    POLICIES AND PROCEDURES RULE CHANGES

Other institutions or agencies conducting events involving Nevada FFA members should attempt to adhere to these rules to insure uniformity between contests.

## FFA MISSION STATEMENT

**FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.**

## **I. GENERAL RULES**

- A. All students participating in a State FFA function are under the liability of the student's school district. FFA is an integral portion of agriculture education, and state FFA activities are a field trip opportunity for agriculture education students. When any FFA member attends an FFA function, there shall be a chaperone or advisor in attendance from the chapter or zone to whom the student is representing.
- B. When students from any chapter attend an overnight FFA activity, they must be accompanied by a chaperone from that chapter.
- C. The group responsible for any official state activity shall be the State FFA Advisor, Executive Director and the Nevada Agricultural Teachers Association, or their designees.
- D. General Rules of Conduct apply to all FFA activities and are as follows:
  - 1. Use of tobacco will not be permitted by the Nevada FFA members while wearing the FFA jacket or participating at an official chapter, zone, or state activity.
  - 2. Drinking or possession of alcoholic beverages or drugs will not be tolerated. Any violators of this rule will be suspended from the current activities
  - 3. Nevada FFA members are expected to demonstrate manners becoming of a member of the Nevada FFA organization. Obscene language and inappropriate behavior will not be tolerated.
  - 4. Advisors and chaperones in charge of FFA members shall be responsible for their conduct at all times. They shall prevent inappropriate behavior at all times.
  - 5. Members shall be discouraged by all advisors present at any FFA function from overly affectionate display of attention.
  - 6. No vehicles are to be used by members at any time without the approval of the advisor or chaperone in charge.
- E. Disciplinary Action
  - 1. Individuals who have violated any of the rules will be subject to disciplinary action by a committee composed of: the individual in charge, state staff member, and the advisor involved.
  - 2. This committee will determine the necessary action, and the action will be final regarding violations of the General Rules of Conduct.

**II. RULES CONCERNING ALL CAREER DEVELOPMENT EVENTS**

**A. GENERAL RULES**

1. The primary purpose of all FFA activities and CDEs is to develop and enhance the educational programs of the students. Other purposes of the CDEs are to develop leadership, enhance and supplement the state agriculture standards, foster uniformity and excellence in agriculture education and be a means of developing competencies in agriculture. The FFA program is an integral part of the agriculture education program which includes Career Development Events, and classroom instruction.
2. Official dress is required at all State sanctioned FFA events unless otherwise notified by the State Advisor or Executive Director. (unless otherwise noted in policy and procedure)
3. The Nevada FFA Policy and Procedures Manual shall be the official guide for all CDE's and shall be the final authority on procedure. Any changes or interpretations on rules shall be in writing and circulated to all teachers during the NATA business meeting at the NACTE conference.

Each year during the fall, the State Association will send out an updated copy of the Policies and Procedures.

4. The agricultural education teachers of Nevada act as a policy and procedure formation body. Policy and procedures are made only at official meetings of the teachers at summer conference. Any teacher at an official meeting may make amendments and revisions of the rules and procedures. During the year they may act in advisory capacity when called upon.

Each teacher, regardless of the number of teachers from a given school shall have a vote and shall participate in all activities, including trips to national career development events, on an equal basis.

Teachers, either independently or collectively, do not have any authority to make change(s) of procedure during a CDE. The Policies and Procedures Manual will be revised at the NATA business meeting at the NACTE conference

In the process of a CDE, if there appears to be an error in tabulation or oversight, the teacher(s) will be expected to immediately draw this to the attention of either the State Advisor or the Executive Director.

Any teacher has the right make a written appeal to contest the announced results within 48 hours of the end of state convention or the announcement of those CDEs who are not held at state convention, if the error is no fault of the member. The teacher must put up \$100.00 filing fee for a contest review. The State CDE staff will review the appeal. The fee will be returned if the appeal is justified. If the challenge does not change the final results, the \$100.00 fee will be donated to the NATA.

5. The State FFA Advisor shall appoint the CDE Coordinator. He/she shall have the authority to make whatever decisions he/she may feel necessary for the successful operation and conducting of the CDE's, including supervising the correction of papers and posting results.

The situation in Nevada is such that CDEs must be organized according to available personnel, facilities, equipment, livestock and other problems unique to the state of Nevada. For this reason, in the planning and organization of all contests consideration must be given to the above factors to insure cooperation of others. The policy manual provides the framework for conducting all contests.

6. Care will be taken to see that contest papers are not lost. In the event a paper is lost, it will be assumed to be the student's fault and will be marked zero. All student materials used during CDE will be returned to all chapters and teams when possible.
7. If a paper is not completed correctly, to the extent it is not usable, it will be marked zero. Scantrons that are not filled out correctly will not be scored. It is the responsibility of the student's instructor to familiarize the student with procedure, involved using scantrons.
8. It is the responsibility of the chapter advisor to get their team to the CDE on time. If the team is late that team will suffer the loss of points or missed classes. The state staff will not recalculate contest scores.
9. Cellular or electronic communications are prohibited during the operations of a Career Development Event unless permission is obtained by the contest coordinator. Students with these communication devices will be suspended from the contest they are participating in.

## **B. CONTEST ELIGIBILITY**

1. The student must be an active FFA member in good standing with the local chapter, State Association and the National Organization at the time of his or her participation.
2. The student must be in grade 8, 9, 10, 11, or 12 (**7<sup>th</sup> grade for agriscience & livestock exhibit**)

3. The student must be enrolled in at least one agriculture education course with a supervised agricultural experience program, greenhands only need to have one in planning) the objective of which is the establishment in an agricultural occupation

**C. CONDUCT DURING CAREER DEVELOPMENT EVENTS**

1. Teachers may be needed to assist in conducting CDEs. They will be expected to assume the roles assigned to them.
2. During the operation of the judging events only authorized personnel may be present. Immediately after the event, teachers and others are encouraged to review them.
3. During the Public Speaking or Parliamentary CDE'S, teachers shall not sit near or directly in back of the judges.
4. A teacher shall not talk with students from his or her own chapter or give them any form of help during progress of an event.
5. Teachers shall not talk to judges during an event or before they have made their final decisions. Any complaints on procedure of an event shall be made to the CDE coordinator or state advisor and not to the judges.
6. The best-qualified people available will be asked to judge the career development events. If a teacher would care to make recommendations as to who the judges should be, these recommendations will be considered. (Note: We must all remember there is a limited number of good judges and at all times act as good sportsmen.)
7. In the event someone takes an unfair advantage, teachers are expected to let the problem be known at once to the state advisor or the CDE Coordinator, who will take the appropriate action.
8. No student or instructor will be allowed to practice or familiarize themselves with the animals or materials to be used in the state final contest within 90 days of the contest. Approval can be submitted by special request (advisor) to the NATA executive board. The NATA executive board consists of the elected officers. Violation of the above rule will result in disqualification of the team and its members from the state level competition for the year the violation occurs.
9. All coaches and visitors must remain away from the contest site during the competition, except as provided by the individual procedures for the CDE.

10. Due to the limited time available for state convention, if a student wishes to be involved in a given contest it is their responsibility to choose which is more important. Special set ups will not be administered for students entered in contests held simultaneously.

Violation will result in the disqualification of the team from the school(s) involved.

### **III STUDENT CONDUCT AND DRESS CODE**

#### **A. STUDENT CONDUCT**

1. All contestants will do all they can to prevent others from reading their score sheets while an event is in progress.
2. Refrain from talking to fellow contestants while the event is in progress; this means all waiting periods that occur while the students have an uncompleted judging form in their hands. During these periods they must hold clip boards at their side.
3. Do everything possible to avoid the appearance of cheating or taking an unfair advantage.
4. In all judging events, if two students from the same school find themselves in the same group, one student must move into another group.
5. If a student is caught cheating in any manner, or takes unfair advantage in the event, the whole team is disqualified.
6. When a student is registered as a contest participation in any State Contest, the teacher's signature on the entry form shall be considered a certification that the student has received training and safety instruction for that contest. When a contest official judges a participant as incompetent hazardous to himself/herself or others that participant may be removed by the official.
7. Any contestant who is communicating in violation of contest rules that individual will be removed from the contest by the official

B. THE NEVADA OFFICIAL DRESS

1. Boys-Official FFA jacket, zipped to the top, worn with a white, collared, dress shirt, an official FFA necktie, black slacks, black socks, and black dress shoes.
2. Girls-Official FFA jacket, zipped to the top, worn with a white, collared, dress blouse, an official FFA scarf, appropriate women's hose, black in color, without design or pattern, a black skirt of knee-length or longer, or slacks, and black dress shoes.
3. The Official uniform is to be worn by all FFA members at official FFA activities or at the FFA CDEs that designate official dress in their rules:

C. OFFICIAL SHOW UNIFORM

1. Boys-White shirt, FFA tie, official FFA jacket, zipped to the top, and new dark black pants.
2. Girls-White shirt, FFA tie, official FFA jacket, zipped to the top, and new, dark black pants.

**HATS ARE NOT A PART OF ANY FFA OFFICIAL DRESS!**

**IV STATE CAREER DEVELOPMENT EVENTS**

A. Nevada will conduct the following state events:

1. Agricultural Mechanics
2. Agricultural Sales
3. Marketing Plan
4. Dairy Cattle Judging
5. Farm Business Management Senior
6. Farm Business Management Junior
7. Livestock Judging Senior
8. Livestock Judging Junior
9. Meats Evaluation and Technology
10. Prepared Public Speaking
11. Extemporaneous Public Speaking
12. Horse Evaluation and Selection
13. Floriculture
14. Nursery and Landscape
15. Parliamentary Procedure Senior
16. Parliamentary Procedure Junior
17. Poultry Evaluation
18. Agricultural Issues Forum
19. Land Judging (Soils)

20. Rangeland Judging
  21. Rituals
  22. Dairy Handler's Activity
  23. Creed Speaking
  24. Star Greenhand-Agribusiness –
  25. Star Greenhand-Production
  26. Star Greenhand- Placement
  27. Star Greenhand-Agriscience
  28. Star Zone Farmer-Agribusiness
  29. Star Zone Farmer-Production
  30. Star Zone Farmer-Placement
  31. Star Zone Farmer-Agriscience
  32. Star State Farmer-Agribusiness
  33. Star State Farmer-Production
  34. Star State Farmer-Placement
  35. Star State Farmer-Agribusiness
  36. Chapter Secretary Book
  37. Chapter Scrapbook
  38. Chapter Treasurer Book
  39. Chapter Program of Activities
  40. Chapter Vice President Book
  41. State Record Book
  42. Chapter Reporter
  43. Agriscience Student
  44. Best Dressed Chapter
  45. Milk Quality and Products
  46. Best Informed Greenhand Test
  47. Job Interview
  48. Environmental and Natural Resources
  49. Veterinary Science
- B. The time and place for holding State CDEs shall be determined by the State FFA Advisor.
- C. In any CDE, the State Advisor or his designee will see that each contest is run as nearly as possible according to the rules adopted in this procedures manual.
- D. Each coordinator may collect the bills incurred by their contest area and submit bills and receipts to the State Advisor the final day of the State FFA Convention.

E. TEAMS PARTICIPATING AT STATE EVENTS

1. Every zone will be guaranteed 2 participants at the state competition in the following CDE'S:

Star Greenhand  
Star Zone Farmer

2. Zones with eight or more chapters will be guaranteed three participants.
3. No more than one participant per chapter will be allowed in these events at the state level.

Prepared Public Speaking  
Extemporaneous Public Speaking  
Creed Speaking

4. All Students participating in a state finals contest shall be eligible for individual awards.
5. In a contest where three, four or five team member's start and one or more members are unable to continue due to sickness or accident, the remaining member(s) are still able to continue and compete for individual awards.

G. CRITIQUES FOR CDE'S

1. Whenever possible, a critique for every contest will be presented at a scheduled time by the contest chairperson.

**V. AWARDS AND NATIONAL CONTEST REPRESENTATION**

- A. Awards will be given to first, second, and third place individuals in each contest. Awards will be given to first, second, and third place teams in each contest.
- B. The team certified by the State FFA Advisor shall be eligible to represent the State of Nevada in the official National Competition.
- C. Any member of a team participating in a National Finals contests, shall be ineligible to participate in that state final contest thereafter.

If ineligible students are entered in the same contest in which they were a state winner, at any field or judging day, the team of which they are a member shall be declared ineligible.

## **VI. POLICIES AND PROCEDURES RULE CHANGES**

- A. All Career Development events will be divided into two groups and each group will be reviewed once every two years. Contests in list A will be reviewed during the odd years at summer conference and List B during the even years. Any trial contest may be reviewed annually for three years and then placed in a normal rotation once it becomes an official state contest.

Trial contest proposals must be submitted to the NATA President prior to the annual winter meeting. Proposals should contain an analysis of the costs associated with putting on the trial contest and a statement from the prospective contest administrator or institution indicating a willingness and ability to provide the resources to conduct the contest. Proposals will be circulated and majority vote taken at the NATA summer conference.

### LIST A – Odd Years

Agriculture Mechanics  
Marketing Plan  
Farm Business Management  
Meats Evaluation and  
Technology  
Extemporaneous Public  
Speaking  
Floriculture  
Parliamentary Procedure  
Land Judging (Soils)  
Rituals  
Creed Speaking  
Star Zone Awards  
Chapter Secretary Book  
Chapter Treasurer  
Chapter Vice-President  
Book  
Chapter Reporter  
Best Dressed Chapter  
Milk Quality and Products  
Job Interview  
Dairy Handlers

### LIST B – Even Years

Agricultural Sales  
Dairy Cattle Judging  
Livestock Judging  
Prepared Public Speaking  
Horse Evaluation and  
Selection  
Nursery and Landscape  
Agricultural Issues  
Rangeland Judging  
Star Greenhand  
Star State Awards  
Chapter Scrapbook  
Chapter Program of  
Activities  
State Record Book  
Agriscience Student  
Poultry  
Best Informed Greenhand  
Environmental and Natural  
Resources  
Veterinary Medicine  
Superior Chapter

## B. NATA POLICY CHANGES PROCEDURE

1. Upon completion of the State FFA CDE, any NATA member may make suggestions for changing rules. The suggestions must be sent in writing to the State NATA President and State FFA Advisor by May 15<sup>th</sup>.

The Secretary of the NATA will send copies to all NATA members two weeks prior to the summer conference.

2. During the NATA business meeting at the NACTE conference, the coach of the first place FFA team in the current state finals contest shall act as chairperson of the committee to review and act on any suggested changes for that contest.
3. Final authority for changes – The committee will formulate the changes on the one contest being reviewed. Their report will be presented directly to the general assembly for discussion, amendments and final approval. The final authority for policy and procedure changes will be in the NATA business meeting at the NACTE conference and will require a majority vote.

**POSTMARK DEADLINES TO STATE ADVISOR**

**OCTOBER 15:**

Completed roster of Agriculture Education Courses  
Fees for Curriculum Packet  
Chapter Constitution  
Chapter Program of Activities (Will be judged at State)

**FEBRUARY – At Winter Leadership Training**

State Degree applications

**THREE WEEKS BEFORE STATE CONVENTION:**

Proficiency Award Application  
State Officer Application  
Honorary State FFA Degree Application  
Job Interview Resume & Application  
Talent Apps  
Courtesy Corp  
Delegate Issues  
Prepared Public Speaking Manuscripts  
Star Administrator Award  
All Chapter Officer Books  
Agriscience Student Applications  
National Chapter Application  
Superior Chapter Applications

**REGISTRATION AT STATE CONVENTION:** The following may be hand carried to state convention and must be taken to the CDE Coordinator by 12:00 noon on the day of registration:

Star Greenhand Applications and Record Books  
( Note: Star Greenhand records should be closed as of February 15)  
Star Zone FFA Member Applications and Record Books  
State Officer Portfolios may be hand carried to the State FFA Conference and are optional.  
Marketing Plans  
Ag Issues Porfolio

**JUNE 1: (Due in the State Advisors Office)**

American FFA Degree Applications and Record Books

**STATE ASSOCIATION ZONES**

**Southern:**

Alamo	Pahranagat Valley Chapter
Overton	Moapa Valley Chapter
Ely	Steptoe Valley Chapter
Lund	White River Chapter
Lincoln	Lincoln County Chapter
Mesquite	Virgin Valley Chapter
Sandy Valley	Sandy Valley Chapter
Las Vegas	Canyon Springs Chapter
Las Vegas	West Tech Chapter

**Western:**

Lovelock	Nile Valley Chapter
Fallon	Churchill County Chapter
Yerington	Mason Valley Chapter
Minden / Gardnerville	Carson Valley Chapter
Reno / AACT	Sierra Nevada Chapter
Reno	North Valleys Chapter
Smith Valley	Smith Valley Chapter
Carson City	Capitol Chapter

**Northern:**

Elko	Ruby Mountain Chapter
Wells	Wells Chapter
Owyhee	Duck Valley Chapter
Winnemucca	Winnemucca Chapter
Eureka	Diamond Mountain Chapter
Spring Creek	Silver Sage Chapter
Round Mountain	Smoky Valley
McDermitt	McDermitt Chapter

Zone CDEs should be held at least three weeks before the State events. The Host Zone advisor shall be in charge of the CDEs and shall select judges and make whatever arrangements are necessary.

The zones may organize and conduct the CDE'S in the manner most desirable for the chapters involved, but it is expected that the CDE'S shall be organized in a dignified and educational manner, according to procedures outlined in this manual. It shall be the duty of the host advisor to inform the State Advisor of the dates of the meetings. It is recommended that the Public Speaking manuscript, Zone Farmer, and Star Greenhand applications be in the hands of the host advisor THREE DAYS before the Zone event. It is suggested that these be sent by registered mail.

The zone may provide whatever awards they deem advisable. In purchasing awards, good judgment should be used in the size and cost, so as not to be out of proportion to those presented by the State Association.

## **RITUALS CAREER DEVELOPMENT EVENT**

### A. RULES & REGULATIONS

1. A team in rituals contest will consist of seven members. Each of these members shall represent one of the following offices: president, vice-president, secretary, treasurer, reporter, sentinel, and advisor. The advisors part must be conducted by a student.
2. Only FFA first year members in the 9<sup>th</sup> & 10th grade may take part in this contest.
3. Each chapter may only have one team representing them at the State competition.
4. Teams must be from chapters in good standing with the Nevada Association of FFA, and each team member must also be in good standing.
5. The ceremonies shall appear natural, sincere, and not overly dramatic.
6. The Contest coordinator shall make sure that the room is set up with an American Flag, and a gavel.

### B. CEREMONIES FOR RITUALS CONTEST

President: "The meeting will come to order. We are now holding a meeting of the Nevada FFA Association".

Mr./Mdm. Vice-President, are all officers at their stations?"

Vice-President: (Rising and facing the president) "I shall call the roll of officers, determine if they are at their stations and report back to you, Mr. /Mdm. President."

(President is Seated)

Vice-President: "The Sentinel."

Sentinel: "Stationed by the Door."

Vice-President: "Your duties there?"

Sentinel: "Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the president in maintaining order."

Vice-President: "The Reporter."

Reporter: "The reporter is stationed by the flag"

Vice-President: "Why by the flag?"

Reporter: "As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to Puerto Rico and from the state of Maine to Hawaii."

Vice-President: "The Treasurer."

Treasurer: "Stationed at the emblem of Washington."

Vice-President: "Your duties there?"

Treasurer: "I keep a record of receipts and disbursements just as Washington kept his farm accounts-carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent."

Vice-President: "The Secretary."

Secretary: "Stationed by the ear of corn."

Vice-President: "Your duties there?"

Secretary: "I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet."

Vice-President: "The Advisor."

Advisor: "Here by the Owl."

Vice-President: "Why stationed by the owl?"

Advisor: "The owl is a time honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom."

"Mr./Mdm. Vice-President, why do you keep the plow at your station?"

Vice-President: "The plow is the symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our president, whose place is beneath the rising sun."

Advisor: "Why is the president so stationed?"

Vice-President: “The rising sun is the token of a new era in agriculture. If we will follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation. Mr./Mdm. President, all officers are at their stations.”

President: (Rises and faces the Vice President)  
“Thank you, Mr./Mdm. Vice-President.”  
(All take seats at tap of gavel). “The Secretary will call the roll of members.”

Secretary: “There are numerous members and guests present, Mr./Mdm. President”

President: “Thank You.” “FFA Members, why are we here?”

All in unison: “To practice brotherhood, honor agricultural opportunities and responsibilities, and develop those qualities of leadership which an FFA member should possess.” (All are seated at 1 tap of the gavel)

President: “May we accomplish our purposes. I now declare this meeting of the Nevada FFA Association duly opened for the transaction of business, or attention to any matters which may properly be presented.”

## CLOSING CEREMONIES

President: “Mr./Mdm. Secretary, do you have a record of any further business which should now be transacted?”

Secretary: “I have none, Mr./Mdm. President”

President: “Does any member know of any new or unfinished business which should properly come before this meeting?”

“ We are about to adjourn this meeting of the Nevada FFA Association. As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone, and, above all, honest and fair in the game of life. Fellow members and guests, join me in a salute to our flag.”

“I now declare this meeting adjourned.”

## RITUALS CAREER DEVELOPMENT EVENT

### NEVADA FFA ASSOCIATION RITUALS SCORE SHEET

Chapter: \_\_\_\_\_

Penalty Points (minus)	FACTORS	Pres	V.P.	Sec	Treas	Rep	Sent	Adv	Total
	<b>Individual</b>								
<b>X1</b>	Left out, changed, or added word								
<b>X5</b>	Restarted part, stumble, garble, significantly changed word								
<b>X10</b>	Did not say part or quit without an attempt to finish.								
<b>X2</b>	President-Proper use of gavel, Vice Pres-Call officers out of order.								
	<b>As Part of a Total Team</b>								
<b>X2</b>	FFA Members in unison (Each member not participating)								
<b>X5</b>	Each participant not in official dress								
<b>X10</b>	Not following official commands of the gavel								
<b>X2</b>	Flag Salute (Each member not participating)								
<b>X2</b>	Other Improper sitting or standing. Inattention, fidgeting, etc.								
<b>X2</b>	Appearance, Appropriate dress and grooming, poise.								
	<b>TOTALS</b>								

**TEAM TOTAL SCORE \_\_\_\_\_ (Low score wins)**

**BEST DRESSED CHAPTER AWARD**

A. GENERAL RULES:

1. A committee selected by state staff will select the Best Dressed Chapter
2. Chapters will be evaluated on their adherence to the following code:
3. The official FFA uniform
  - a. Boys-Official FFA jacket, zipped to the top, worn with a white, collared, dress shirt, an official FFA necktie, black slacks, black socks, and black dress shoes.
  - b. Girls-Official FFA jacket, zipped to the top, worn with a white, collared, dress blouse, an official FFA scarf, appropriate women's hose, black in color, without design or pattern, a black skirt of knee-length or longer, or slacks, and black dress shoes.
4. The Best Dressed chapter will be recognized at the State Convention.
5. Adherence to the FFA code of conduct.

**Hats worn at State Convention will eliminate your chapter from competition.**

## **STAR STATE GREENHANDS**

- A. Applicants must meet the following minimum qualifications:
  - 1. Must hold Greenhand Degree within their chapter.
  - 2. Must be currently enrolled in an agriculture education class.
  - 3. Must be a 9th or 10th grade first year member.
- B. A chapter may select and submit one applicant in each of the award areas (production, agribusiness, placement and agriscience) to the Zone competition.
- C. A test covering only general FFA information (from the official FFA manual and the Nevada State Directory) will be administered to the applicants at the Zone competition.
- D. All contestants will be judged on the following criteria:
  - 1. 50% Supervised Agricultural Experience Program (SAE) as provided in the application and record book.
  - 2. 25% Written test on FFA
  - 3. 25% Creed recital and oral interview (overall appearance, poise, personality, and speaking ability)
- E. The Star Greenhand selection at Zone level will be determined by a committee appointed by the agriculture education teachers of that Zone.
- D. Recognition will be given to the top three candidates in each area at the state level.

Note: The Star Greenhand Application is the National FFA Star & National Officer Candidates Battery located on the national FFA web page:  
<https://www.ffa.org/Programs/Awards/Stars/Pages/StarAwardResources.aspx#> (the instructions for this application are located in the excel application)

Note: The Star Greenhand Applications should be mailed to the Host Advisor of the Zone competitions and not to the state office. Please check with the Zone Host Advisor as to when the applications are due. The Zone Host Advisor needs to contact the State Executive Director immediately to determine the number of candidates in each area.

Note: Applications and record books may be hand carried to state convention and must be taken to the CDE Coordinator by 12:00 Noon on the day of registration.

**NEVADA FFA ASSOCIATION  
STAR GREENHAND SCORE SHEET**

NAME: \_\_\_\_\_ CHAPTER: \_\_\_\_\_

Star Greenhand in Agribusiness \_\_\_\_\_

Star Greenhand in Production \_\_\_\_\_

Star Greenhand in Placement \_\_\_\_\_

Star Greenhand in Agriscience \_\_\_\_\_

**Supervised Agriculture Experience** as provided in Record Book & Application:

Judges Notes:

**500 Pts Possible**

**Score:** \_\_\_\_\_

**INTERVIEW**

Poise (40) \_\_\_\_\_

Speaking Ability (40) \_\_\_\_\_

Appearance (40) \_\_\_\_\_

Personality (40) \_\_\_\_\_

Response to Questions (90) \_\_\_\_\_

**250 Pts Possible**

**Score:** \_\_\_\_\_

**WRITTEN EXAMINATION**

**250 Pts Possible**

**Score:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

## NEVADA POLICIES AND PROCEDURES MANUAL

### **NEVADA STAR ZONE MEMBERS**

- A. Applicants must meet the following minimum qualifications:
1. Must hold Chapter FFA Degree within their chapter.
  2. Must be currently enrolled in an agriculture education class.
  3. Must be a second year FFA member, regardless of grade level.
- B. A chapter may select and submit one applicant in each of the award areas (production , agribusiness, placement and agriscience) to the Zone competition.
- C. A test covering only general FFA information (from the official FFA manual and the Nevada State Directory) will be administered to the applicants at the Zone competition.
- D. All contestants will be judged on the following criteria:
1. 50% Scope of Supervised Agricultural Experience Program (SAE) as provided in the application and record book.
  2. 25% Written test on FFA
  3. 25% Oral interview
- The oral interview will consist of general questions regarding contestant's background and experiences with their SAE projects and the FFA. Also included in the judging criteria for the oral interview will be the candidate's general appearance, poise, personality, and speaking ability.*
- E. Applicants will be judged at the state level using the same criteria as the zone level described above.
- F. Recognition will be given to the top three candidates in each area at the state level.

Note: The Star Zone Farmer Application is the National FFA Star & National Officer Candidates Battery located on the national FFA web page:  
<https://www.ffa.org/Programs/Awards/Stars/Pages/StarAwardResources.aspx#> (the instructions for this application are located in the excel application)

Note: The Star Zone Applications should be hand carried to the Host Advisor of the Zone competitions and not to the state office. Please check with the Zone Host Advisor as to when the applications are due. The Zone Host Advisor needs to contact the State Executive Director immediately to determine the number of candidates in each area.

Note: Applications and record books may be hand carried to state convention and must be taken to the CDE Coordinator by 12:00 Noon on the day of registration.

**NEVADA FFA ASSOCIATION  
STAR ZONE FARMER SCORE SHEET**

NAME: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

Star Zone Farmer in Agribusiness \_\_\_\_\_

Star Zone Farmer in Production \_\_\_\_\_

Star Zone Farmer in Placement \_\_\_\_\_

Star Zone Farmer in Agriscience \_\_\_\_\_

**Supervised Agriculture Experience** as provided in Record Book & Application:

Judges Notes:

**500 Pts Possible**

**Score:** \_\_\_\_\_

**INTERVIEW**

Poise (40) \_\_\_\_\_

Speaking Ability (40) \_\_\_\_\_

Appearance (40) \_\_\_\_\_

Personality (40) \_\_\_\_\_

Response to Questions (90) \_\_\_\_\_

**250 Pts Possible**

**Score:** \_\_\_\_\_

**WRITTEN EXAMINATION**

**250 Pts Possible**

**Score:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**NEVADA STAR STATE FFA MEMBER**

- A. Applicants must meet the following qualifications:
  - 1. Must meet the requirements of the State FFA Degree
  - 2. Must complete the American FFA Degree Star Battery Application
- B. Applicants will be judged on the following criteria:
  - 1. Scope of their SAE Program.  
-300 Points
  - 2. Demonstrated knowledge and proficiency in the project and industry.  
-300 Points
  - 3. FFA and Community Activities  
-200
  - 4. Oral Interview  
-200

**TOTAL POINTS POSSIBLE 1000 Points**
- C. Applicants are only eligible for the Star State award in the year they earned their State FFA Degree.
- D. Each chapter will be allowed one star applicant in each of the award areas (Farmer, Agribusiness, Placement and Agriscience)
- E. Selection committee will consist of a committee selected by state staff.
- F. Each judge will rank the participants, and the lowest ranking (on average) student will win.

Note: The Star State Farmer Application is the National FFA Star & National Officer Candidates Battery located on the national FFA web page:  
<https://www.ffa.org/Programs/Awards/Stars/Pages/StarAwardResources.aspx#> (the instructions for this application are located in the excel application)

**SCORING OF ALL NEVADA FFA RECORD BOOKS**

- A. Purposes
1. To encourage all students in agriculture education programs to keep accurate, complete and usable project record books.
  2. A means of verification and support for the Star Greenhand, Zone Farmer, State FFA Degree and American FFA Degree and Proficiency award applications.

B. Scoring

The Nevada Record Book Score Card on the following page will be used for all Star Greenhand, Star Zone Farmer, State FFA Degree, American FFA Degree and Proficiency applicants. Any record book which does not score a 100% on the checklist will be disqualified.

All record books from the date of the student's beginning SAEP must be submitted or the application will be disqualified.

Figures in the record book must coincide with figures in the corresponding application, or the applicant will be disqualified.

The most important points to be considered are:

What happened?

What was learned?

Are the records complete?

Are the records clear enough for a disinterested person to understand?

The records should be neat, complete and useable. They should be clearly written with proper spelling used throughout the book.

- C. Record books and applications must arrive in the State Advisor's office by the postmark deadline date. (Please see "postmark deadlines to state advisor")
- D. Record books will be scored by a committee selected by state staff.
- E. All figures must be handwritten or computerized.
- F. State Officers will not review record books.
- G. A copy of the completed scorecard and / or written comments will be returned with each record book so that improvements can be made on future applications.

### **CHAPTER SECRETARY BOOK**

- A. Official FFA Secretary's book must be used.
- B. Work must be that of the chapter secretary.
- C. Records must cover the entire period for which the secretary served.
- D. Books will be judged by the state officers.

#### **SCORING:**

- A. Completeness and accuracy of:
    - 1. **Names of national, state, chapter, and mini-chapter officers.**  
This means compiling names and neatly organizing them in an easy to read, clear fashion. 10
    - 2. **FFA membership roll and participation record-** Including names of all of your official chapter members as well as the attendance record from every meeting, convention, conference or any other event the FFA program participates in. 20
    - 3. **Minutes of chapter meetings and mini-chapter meetings-**Minutes should follow the guidelines as stated in Robert's Rules of Order. These minutes should be typed and checked for errors and grammatical accuracy. 20
    - 4. **Officer reports-** Reports shall be revised typed versions of every officers report from each regular or special chapter meeting from the officer team's year of service. 10
    - 5. **Committee reports-** Organized and typed copy of every committee's report submitted to the chapter during the year of service of the newly elected officer team following each chapter's annual banquet. This includes both standing and special committee's. 10
    - 6. **Correspondence-** Copies of correspondence sent by chapter secretary during the year. This includes copies of invitations to events, thank you letters and any other correspondence handled by the chapter secretary during the year of service. 10
    - 7. **Yearly report summary-** A report to be done by the chapter secretary in reference towards the chapter's year of activities. The report should include names of activities and the success of the program for the year in regards to the impact on the public and on the membership of the chapter. 10
    - 8. **List of standing committees -** Typed copy of every standing committee in the chapter recognizing chairman, co-chairman, and the membership of the committee. 10
- Total Points Possible 100**

### **CHAPTER SCRAPBOOK AWARD**

#### A. GENERAL INFORMATION:

1. The purpose of the Chapter Scrapbook Contest is to encourage pride in the local FFA chapter by keeping a cumulative record of the chapter's history and accomplishments and to help in providing desirable public relations of the chapter.
2. The contest will be held on the zone and state level.
3. The state contest will be held before the State FFA convention and the State Historian and Reporter will be the contest Co-Chairs.
4. In the state contest, each book will be returned with a score sheet, with judges comments.

#### B. SCRAPBOOK STANDARDS:

1. Contest must be contained in one scrapbook.
2. All work is to be done by students - not by an adult or professional person.
3. Scrapbooks must be an official FFA scrapbook purchased from the National FFA Supply Service.
4. Scrapbooks with additional covering are not permissible.
5. The scrapbook must be divided into four categories. **Categories must be: Supervised Agriculture Experience, Service, Leadership, and Activities.**
6. The scrapbook must be the documentation of the history of the chapter's activities from the previous state conference to the current state conference.
7. The scrapbook must have a table of contents for each category.
9. All media must be trimmed, permanently attached, identified, and dated.

#### C. JUDGING PROCEDURE:

1. There will be three judges for this contest. The judges will be the State Reporter and two other State Officers.
2. Only the points indicated on the sample score sheet are to be given in each category.
3. Scrapbooks shall be ranked in numerical order, on basis of final score. The winner shall be the scrapbook whose total ranking is the lowest.

D. SCORECARD:

The zone and state will score books using the following score sheet:

Neatness	25
Historical Content	30
Diversity of Media	10
Quality of Contents	20
Logical Pattern	10
Title Pages	<u>5</u>
	100

1. **Neatness** (25 points) All items are neatly trimmed and secured on pages. No unsightly marks or smudge, accurate spelling, and the printing on pages is straight and neat.
2. **Historical Content** (30 points) Scrapbook items are identified as to people involved, activity and place. The items should answer the question: "Will people seeing this 10-20 years from now understand what took place?" Memorabilia should connect chapter members to the activities.
3. **Diversity of Media** (10 points) Varying types of media. News articles should be from local, city, county, state, and national sources. News source and date should be listed, Radio and TV should be listed with broadcast dates, times, and stations.
4. **Quality of Content** (20 points) Photographs are of good quality. Articles and memorabilia are not wrinkled and are original.
5. **Logical Pattern** (10 points) Scrapbook items are placed in a logical pattern. Title pages describe the section they separate.
6. **Title Pages** (5 points) Must consist of the following topics: Supervised Agricultural Experience, Service, Leadership and Activities.

E. TIE BREAKER:

1. If there is a tie, use the total scores (eliminating the highest and lowest), in the following order: Historical Content; Neatness; Quality of Contents; Diversity of Media; Logical Pattern; Title Pages.

### **CHAPTER TREASURER BOOK**

- A. Official Treasurer's Book must be used
- B. Records must be the work of the Treasurer.
- C. Records must be kept up to date throughout the year.
- D. Records must cover the entire period for which the records were kept.
- E. Treasurer must make regular reports to the chapter and these reports must show up in the secretary's book.
- F. Books will be judged by the state officers

**SCORING:**

Item	Close of Last Year	Beginning of This Year	Close of This Year
Net Worth	\$	\$	\$
Cash on Hand	\$	\$	\$

- A. Opening and closing inventory and chapter's net worth statement 100
- B. Chapter budgets. 50
- C. Inventory and net worth – All chapters should report chapter paraphernalia at a minimum. 50
- D. Individual member records. 150
- E. Record of receipts and disbursements. 350
- F. Record of special chapter projects. 50
- G. Receipts for money received. 50
- H. Neatness, and legibility 75

**Total Score Possible 875**

### **CHAPTER PROGRAM OF ACTIVITIES**

- A. Each chapter must submit their Program of Activities to the State Office postmarked by October 15<sup>th</sup>.
- B. These will be judged by state officers and awards will be presented at the State Convention.
- C. Scoring for the POA shall be based on meeting the minimum criteria below. Organization of the Program of Activities as well as the professional level and quality of the pages and a clear display of a well thought out roadmap for the chapter will be put into consideration when judging.

1.	Table of Contents	25
2.	Welcome letter by the chapter President	50
3.	Complete list of membership by class	50
4.	Complete list of planned activities for the year. One for each of the five <u>quality standards</u> in each of the three divisions –Student, Chapter, Community <u>Example – POA-1 form</u>	150
5.	Primary list of goals planned by the FFA chapter for the year and the means to accomplished said goals. <u>Example – POA-2 form</u>	150
6.	List of committee's including members, chairmen and purpose of committee.	100
7.	Copy of the chapter planned budget for the year.	100
8.	Copy of chapter constitution and bylaws.	125
9.	List of all national, state, zone, chapter and mini-chapter officers.	50
TOTAL		800

**CHAPTER REPORTER AWARDS**

- A. The purpose of this award is to encourage chapter reporters to submit articles and pictures to various agriculture publications.
- B. Each contestant shall submit a portfolio of articles and photos that were submitted to various publications throughout the FFA year.
- C. The State Reporter shall appoint a committee to judge portfolios. This committee shall select one outstanding reporter at the time of the State Convention based on the following:
  - 1. Neatness and attractiveness of articles and photos. 25
  - 2. Articles and photos area arranged in chronological order. 20
  - 3. Quality and extent of articles. 20
  - 4. Quality and extent of photos. 20
  - 5. Photos are accurately labeled. 15
- D. After judging has been completed, the portfolios will be placed on display at the state convention.

Helpful Addresses:

Nevada Rancher  
1022 S. Grass Valley Rd.  
Winnemucca, NV 89445  
775.623.5243

Nevada Farm Bureau Journal  
2165 Green Vista Dr. #205  
Sparks, NV 89431  
775.674.4000

Progressive Rancher  
1188 Court St. #81  
Elko, NV 89801  
775.934.3388

**BEST INFORMED GREENHAND CONTEST**

A. RULES:

1. Contest participants will be first year freshman agriculture education students.
2. To be eligible for the State Contest, a chapter must have participated in a Zone during the current school year. All teams participating at the zone contest are eligible to compete at the state contest.
3. A team will consist of three members. Each chapter may enter up to 5 participants in the Best Informed Greenhand Contest, with the top 3 scores counting towards the team total, with all 5 being eligible for individual awards.
4. The number of alternates in a state contest will be determined by the states CDE's Director.
5. The contest will consist of a 100 point, written examination based on the most current official FFA Manual and State constitution. Officer and advisor names at the State and National level may be included. In addition, the zone contest may include zone, chapter, and advisor names.
6. The State Test will be written by the State CDE's Test Coordinator.
7. The test will be written and administered by the host school sponsoring the contest under the advisement of their Zone FFA Officers. In the event the host school has a team participating in the contest, then the Zone FFA Officers will make the necessary arrangement to insure a fair and impartial test will be administered.
8. Contestants will be allowed one hour to take a test.
9. Contests will not be allowed to use any materials to assist them during the contest.
10. Ties will be broken in the following manner:

Individual Ties:

- First Step - High Score Matching Questions
- Second Step - High Score Multiple Choice Questions
- Third Step - High Score True False Questions
- Fourth Step - High Team Score

Team Ties:

- First Step - High Score Matching Questions
- Second Step - High Score Multiple Choice Questions
- Third Step - High Score True False Questions
- Fourth Step - High Team Score

11. Official dress code will be required.

## **SUPERIOR CHAPTER AWARD**

1. Chapters that complete and document at least 15 activities – one in each of the three areas of the program of activity - will receive a State Superior Chapter Award certificate from their state FFA association.
2. The application is Form I, pages 1 -3 of the National Chapter application. The application can be found at:

<https://www.ffa.org/Programs/Awards/NationalChapter/Pages/default.aspx>

## **NATIONAL CHAPTER AWARD**

1. Chapters who qualify for a State FFA Superior Chapter Award are eligible to compete for State Gold, Silver and Bronze Chapter Awards. Each chapter that competes for these awards will receive a multi-year plaque and a spur designating their bronze, gold or silver rating. They will receive additional spurs for each year they compete and receive a rating from their state FFA association.
2. The state's top three gold chapter award winners (or the number equal to 10 percent of the state's total number of chapters, if that number is higher) are eligible to compete for the National FFA Star Chapter Awards.
3. The entire application must be completed – Form I and Form II. The application can be found at:

<https://www.ffa.org/Programs/Awards/NationalChapter/Pages/default.aspx>

**JUNIOR PARLIAMENTARY PROCEDURE**

1. This contest is open to freshman FFA members.
2. The rules of the National FFA Parliamentary Procedure CDE will be followed.

**RANGELAND JUDGING**

1. Beginning the fall of 2012, the Rangeland judging CDE rules will follow the Western National Rangeland CDE contest format. The link to the rules:  
  
<http://www.cnr.uidaho.edu/range/wnrcde.htm>
2. The top five teams will be issued an invitation to compete at the Western National Rangeland CDE held in Evanston, WY on November, 11 – 12, 2013.

**Soils**

1. The Soils CDE will follow the National Land Judging Contest rules. The link to the rules:  
  
<http://www.landjudging.com/>
2. The National Land Judging Contest will be held in Oklahoma City on April 29th - May 1st, 2014.